

Teachers' Retirement Board
Administrative Assistant

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list or lateral transfer
Location: Asylum Street, Hartford, CT 06106
Job Posting No: 13005
Hours: Full time, 40 hours per week
Salary: \$ 1,891.08 bi-weekly (minimum) CL19/Step 1
Closing Date: April 22, 2013 REVISED CLOSING DATE

The preferred candidate will possess: Superior interpersonal and customer service skills, knowledge of insurance industry terminology, ability to manage competing priorities, can adhere to strict deadlines, can perform detailed work and demonstrate knowledge, and experience in business computer software programs.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

EXPERIENCE AND TRAINING: General Experience: Four (4) years' experience above the routine clerk level in office support or secretarial work. Special Experience: One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

For the official Administrative Assistant job specification: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=4551>

Application Instructions: Interested and qualified candidates should submit a cover letter that describes your interest and suitability for the position, resume, and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106
Confidential Fax: (860) 622-4921 (preferred method of submission)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.